

## Lesson 7: *CAMS*

### Lesson Description

In Lesson 7 the LAPC and APC will be learning how to create and maintain Cardholder accounts in PCMS. Previous lessons will have provided the trainee with the ability to navigate the screens and understand the purpose of creating and maintaining Cardholder accounts. This is the concluding lesson in the APC\LAPC PCMS training course.

### Training Objectives

At the conclusion of this lesson, PCMS LAPC's and APC's will be able to:

1. Create, maintain, query and deactivate Cardholder accounts in CAMS;
2. Delete, replace and deactivate purchase cards;

### Methodology

This lesson will be delivered using a combination of lecture and presentation, and discussion. Group discussion and trainee interaction will be used to stimulate recall of policy information and establish a knowledge base on which to build in subsequent lessons.

### References

None.

### Enclosures

- (1) APC\LAPC PCMS User's Guide, USDA\PMT, August 2000;
- (2) APC\LAPC PCMS Quick Guide for Managing Purchase Cardholder Accounts, USDA\PSD, February 2003;

## I. CAMS Overview



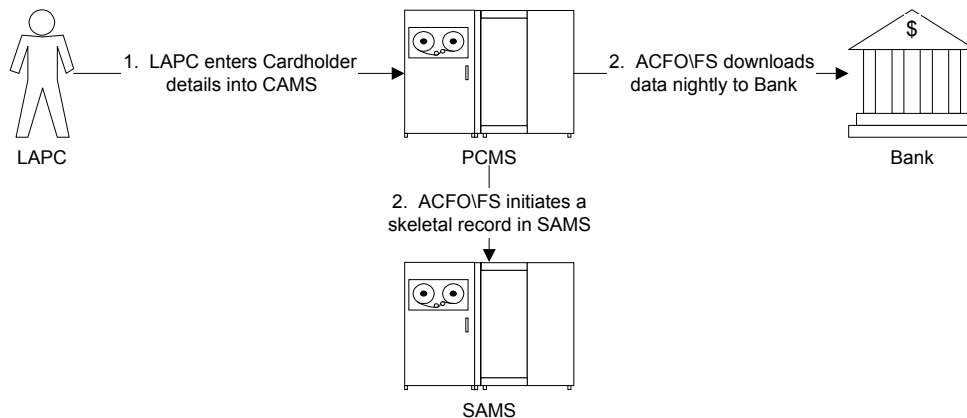
Please turn off your monitor and give your attention to the instructor.

### a. What is CAMS?

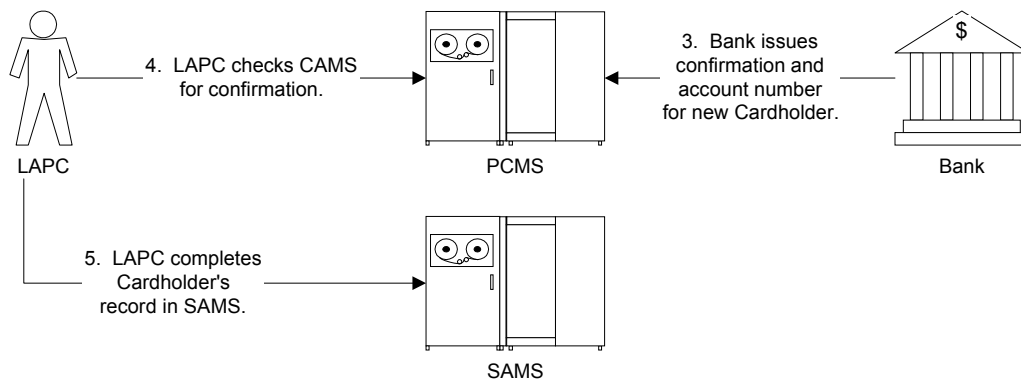
The Cardholder Account Maintenance Screen (CAMS) is used to setup a cardholder account, modify specific cardholder profile information on an existing account record, and replace or delete a cardholder's purchase card.

### b. Workflow

The LAPC enters the Cardholder details into CAMS in PCMS. This information is then downloaded to the Bank, by ACFO\FS, on a nightly basis. ACFO\FS also initiates a skeletal record in SAMS when the initial Cardholder details are entered into CAMS.

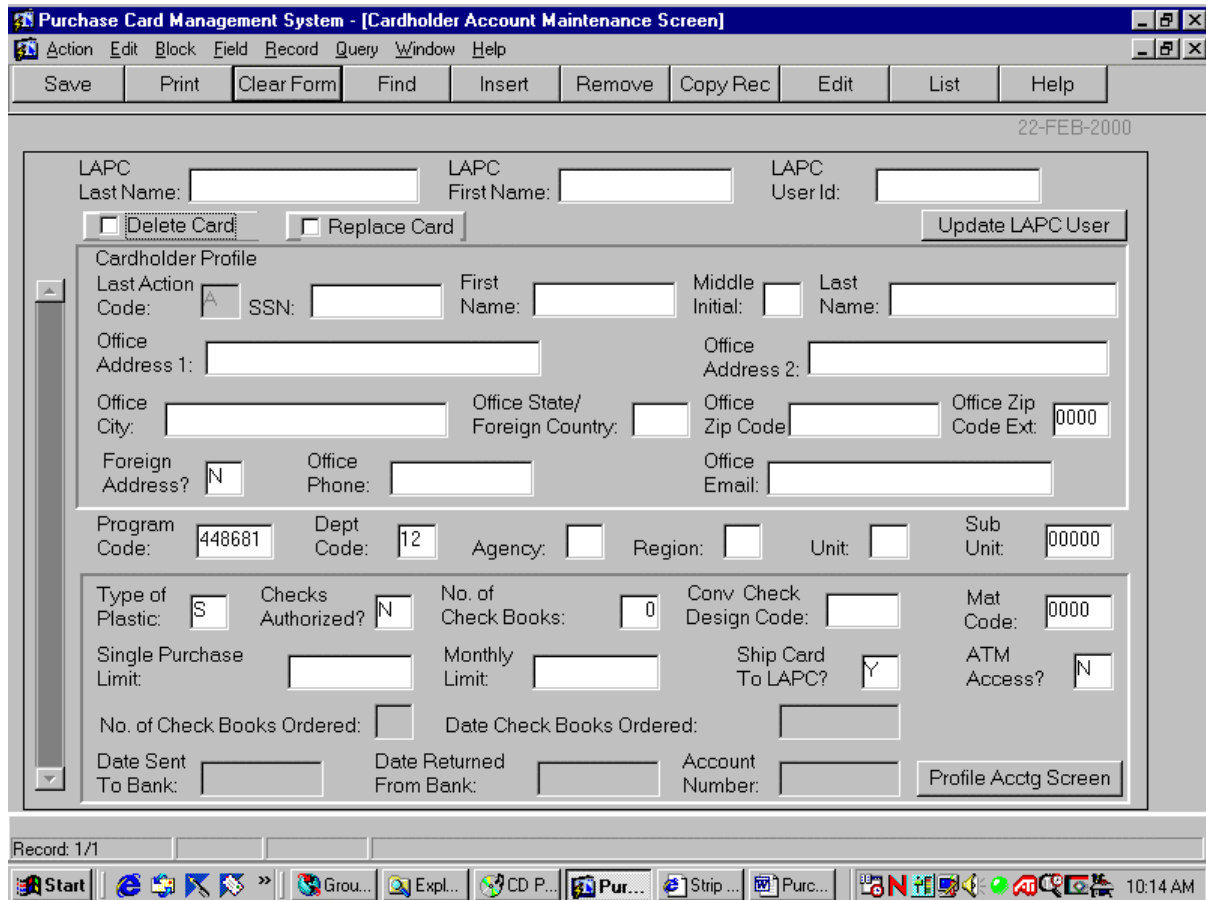


After receiving the Cardholder details, the bank will send PCMS an acknowledgment in response to each account setup or maintenance request. At this time the purchase card account number is also issued. The LAPC needs to check CAMS to determine if confirmation has been received. Once it has the LAPC completes the Cardholder's record in SAMS.



### c. Screen overview

To access the screen select the “Cardholder Setup” sub-option on the Setup menu, from the main screen. Enter details in the fields to create or modify a Cardholder account. Link to the Profile Accounting Screen by hitting the button labeled “Profile Acctg Screen”.



Notes:

**d. Fields**

The following is a brief description of each field in CAMS.

LAPC Details:

Fieldname	Description
<b>LAPC First Name</b> (Required field)	The LAPC's first name.
<b>LAPC Last Name</b> (Required field)	The LAPC's last name.
<b>LAPC User ID</b> (Required field)	The PCMS user identification number of the LAPC assigned to the cardholder to either be added to or retrieved from PCMS. (Query field.)
<b>Delete Card</b>	Use to delete a cardholder's purchase card record at the bank.
<b>Replace Card</b>	Use to replace a cardholder's purchase card. Check this box to replace a card that has been damaged.
<b>[Update LAPC User]</b>	This button displays the LAPC User window. This window allows you to update LAPC user information.



When either Delete or Replace Card is selected, all fields are locked.

**Notes:**



## Cardholder profile details:

Fieldname	Description
<b>Last Action Code</b> (Non-entry field)	When a transaction is completed and saved, the LAST ACTION CODE field is programmatically assigned one of the following values: A(dd), M(odify), D(elete), and R(eplacement).
<b>SSN</b> (Query field.)	Cardholder's Social Security Number (SSN).
<b>First Name</b> (Required field)	The cardholder's first name.
<b>Middle Initial</b> (Required field)	The cardholder's middle initial.
<b>Last Name</b> (Required field & Query field)	The cardholder's last name.
<b>Office Address</b> (Required field)	Cardholder's office address.
<b>Office Address 2</b>	Additional cardholder address information as needed.
<b>Office City</b> (Required field)	The cardholder's office city.
<b>Office State/Foreign Country</b>	The state or country where the cardholder's office is located.
<b>Office Zip Code</b> (Required field)	The cardholder's office zip code.
<b>Office Zip Code Ext</b>	The cardholder's office zip code extension. The field defaults to all zeros.
<b>Foreign Address?</b>	Indicate whether the cardholder's office is located outside of the United States. Y = Yes N = No (Default)
<b>Office Phone</b> (Required field)	Cardholder's office phone number.
<b>Office Email</b>	Cardholder's office e-mail address.



The following fields represent the cardholder's hierarchy:

Fieldname	Description
<b>Program Code</b> (Non-entry field)	The program code for each cardholder record is hard coded into the system. This field will be grayed out to prevent data entry.
<b>Dept Code</b> (Required field)	Contains the default value of 12 for USDA. This value can be changed.
<b>Agency</b> (Required field)	The agency where the cardholder will reside.
<b>Region</b> (Required field)	The region where the cardholder will reside.
<b>Unit</b> (Required field)	The unit where the cardholder will reside.
<b>Sub Unit</b> (Required field)	The sub-unit where the cardholder will reside.

**Notes:**



The following fields detail the Cardholder's account:

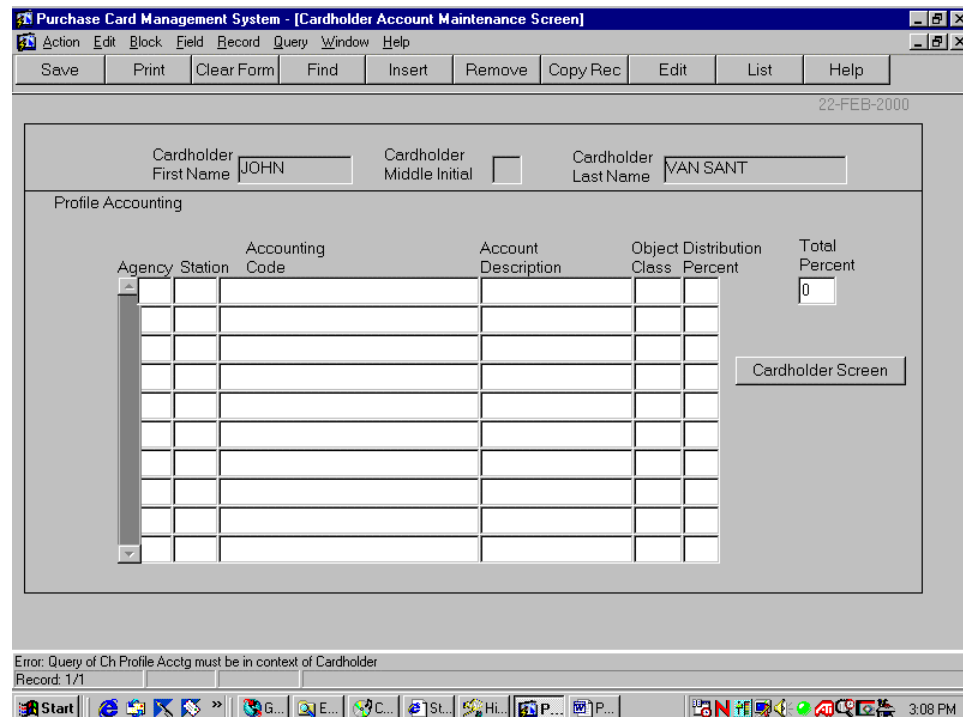
Fieldname	Description
<b>Type of Plastic</b> (Required Field)	Valid values are: Q(uasi-Generic) – non-government/government card (no govt. logo with govt. account number) S(tandard) – government card (govt. Logo with govt. Account number)
<b>Checks Authorized?</b> (Required Field)	Indicate whether the cardholder is authorized to use checks. Y = Yes N = No (Default)
<b>No. of Check Books</b>	Indicate the number of convenience check books the cardholder is to receive. Press [List] for a drop-down listing to select the number of check books. 0 = None (No books) 1 = 50 Checks (1 book) 2 = 100 Checks (2 books) 3 = 150 Checks (3 books)
<b>Conv Check Design Code</b> (Required Field if NO. OF CHECK BOOKS field is >0)	Indicate the convenience check design code. NOTE: This field establishes the base for the checking account (e.g., maximum single purchase limit, automatic checkbook reorder).
<b>Mat code</b>	Merchant type code. Defaults to 0000.
<b>Single Purchase Limit</b>	Indicate cardholder's single purchase limit. NOTE: The SINGLE PURCHASE LIMIT is linked to the purchase limit established in the CONV CHECK DESIGN CODE field. The SINGLE PURCHASE LIMIT field value cannot be greater than the limit set by the Convenience Check Design Code.
<b>Monthly Limit</b>	Indicate the cardholder's monthly purchase limit.
<b>Ship Card to LAPC?</b>	Indicate whether the purchase card is to be sent to the LAPC or the cardholder. It is advised that the LAPC receive all cards. Y = Yes (Default) N = No
<b>ATM Access?</b>	Indicate whether the cardholder will have ATM access. Currently, the answer is always No. Y = Yes N = No (Default)
<b>No. of Check Books Ordered</b> (Non-entry field.)	Indicates the number of checkbooks last ordered.
<b>Date Check Books Ordered</b>	Indicates the date the last check books were ordered.

The following fields are display only. No data entry is allowed:

Fieldname	Description
<b>Date Sent to Bank</b>	Date that a new or updated cardholder record is sent to the bank.
<b>Returned Fm Bank</b>	Date the cardholder record is returned with an acknowledgment from the bank.
<b>Account Number#</b>	The Purchase Card account number.
<b>[Profile Accounting]</b>	Press this button to pull up the profile accounting screen to enter the initial accounting information for the cardholder.

#### e. Profile Accounting Screen

Access the Profile Accounting from the main CAMS screen, by hitting the “Profile Acctg Screen” button. Enter the initial accounting information for the Cardholder.



The screenshot shows the 'Purchase Card Management System - [Cardholder Account Maintenance Screen]' window. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar (Save, Print, Clear Form, Find, Insert, Remove, Copy Rec, Edit, List, Help). The date '22-FEB-2000' is displayed in the top right corner. The main form area contains fields for Cardholder First Name (JOHN), Cardholder Middle Initial (empty), and Cardholder Last Name (VAN SANT). Below these is the 'Profile Accounting' section, which includes a table with columns: Agency, Station, Accounting Code, Account Description, Object Distribution Class, and Total Percent. The table has 10 rows, with the first row showing '0' in the Total Percent column. A 'Cardholder Screen' button is located to the right of the table. At the bottom of the window, an error message reads: 'Error: Query of Ch Profile Acctg must be in context of Cardholder'. The status bar shows 'Record: 1/1'.

**Notes:**



**Fields:**

Fieldname	Description
<b>Agency</b>	Indicate the agency code that the purchase is to be charged against. If an agency is not entered, the agency that was entered on the previous screen will be used to validate the accounting classification code.
<b>Station</b>	Indicate the station code that the purchase is to be charged against. If a station is not entered, the region and unit (for Forest Service only) that was entered on the previous screen will be used to validate the accounting classification code.
<b>Accounting Code</b> (Required field)	Indicate the accounting code against which this portion of the transaction is charged.
<b>Account Description</b>	Enter the description of the accounting code.
<b>Object Class</b> (Required field)	Indicate a valid budget object classification code (BOCC). A list is available to select a BOCC.
<b>Distribution Percent</b> (Required field)	Indicate the percentage of this account to be applied to the transaction amount.
<b>Total Percent</b> (Non-entry field)	The total percentage to be applied to the transaction amount. This field must equal 100 percent.

**Notes:**

## II. CAMS Queries



**Please turn off your monitor and give your attention to the instructor.**

### a. How to query?

- Use the “Find” button on the command bar, as described in previous lessons;
- Enter the value in a query field and hit the “Find” button;
- The % wildcard can be used;
- Use scroll bars to navigate between Cardholder records;
- There are several lists available to select values from, such as: “LAPC User ID”;

### b. LAPC Query all Cardholders

- Logged on as an LAPC, from the CAMS screen hit the “Find” button to clear all fields;
- Hit the “Find” button again to obtain all Cardholder records attached to the LAPC UserID you logged on with;
- Use the scroll bar to the left to navigate between Cardholders;

### c. APC Query all records

- Logged on as an APC, from the CAMS screen hit the “Find” button to clear all fields;
- Hit the “Find” button again to obtain all Cardholder records attached to all LAPC’s that are under the APC UserID you logged on with;
- Use the scroll bar to the left to navigate between Cardholder records. Note that the LAPC details change also;

**Notes:**



## **PRACTICAL EXERCISE**

1. Query all Cardholder records attached to the LAPC or APC UserID you logged on with.
2. Query all Cardholder records that have an Office City address in “Beltsville”.
3. Query all Cardholder records that have an Office phone number beginning with a “301” prefix.

### III. CAMS maintenance

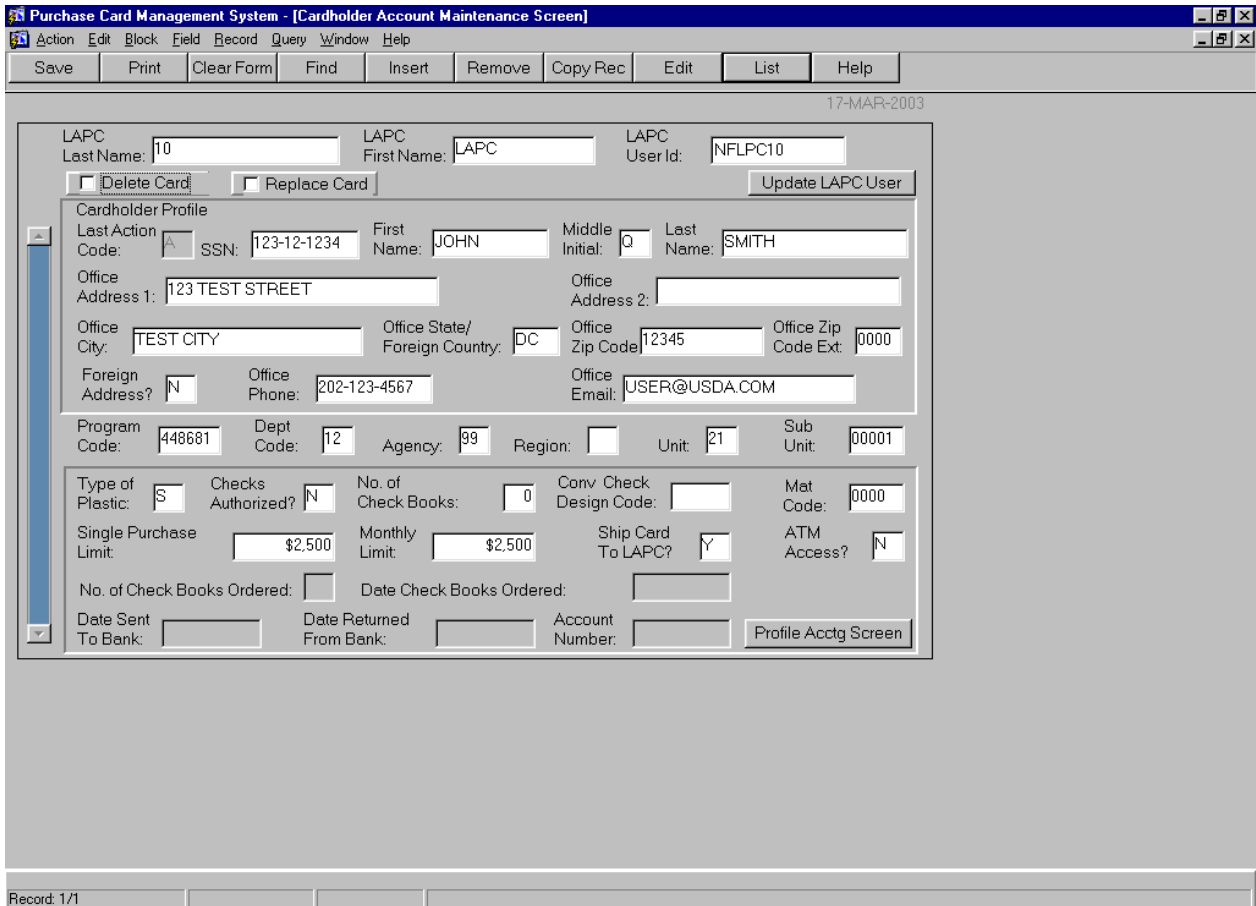


Please turn off your monitor and give your attention to the instructor.

#### a. Cardholder Setup

To set up a new Cardholder account, follow the steps below.

1. In the CAMS screen, enter the User ID in the “LAPC User ID” field, or select from a list;
2. Enter the Cardholder details:
  - Profile (e.g. name, address, phone number);
  - Cardholder’s hierarchy (e.g. program Code, agency, unit);
  - Type of card/account (e.g. checks authorized, purchase limits, ATM access);



**Purchase Card Management System - [Cardholder Account Maintenance Screen]**

17-MAR-2003

Save Print Clear Form Find Insert Remove Copy Rec Edit List Help

LAPC Last Name: 10 LAPC First Name: LAPC LAPC User Id: NFLPC10

☐ Delete Card ☐ Replace Card

**Cardholder Profile**

Last Action Code: A SSN: 123-12-1234 First Name: JOHN Middle Initial: 0 Last Name: SMITH

Office Address 1: 123 TEST STREET Office Address 2:

Office City: TEST CITY Office State/ Foreign Country: DC Office Zip Code: 12345 Office Zip Code Ext: 0000

Foreign Address? N Office Phone: 202-123-4567 Office Email: USER@USDA.COM

Program Code: 448681 Dept Code: 12 Agency: 99 Region: Unit: 21 Sub Unit: 00001

Type of Plastic: S Checks Authorized? N No. of Check Books: 0 Conv Check Design Code: Mat Code: 0000

Single Purchase Limit: \$2,500 Monthly Limit: \$2,500 Ship Card To LAPC? Y ATM Access? N

No. of Check Books Ordered: Date Check Books Ordered:

Date Sent To Bank: Date Returned From Bank: Account Number:

Record: 1/1

3. Enter the Profile Accounting details;



- One or more lines of accounting can be entered;
- Accounting entered in CAMS is the default accounting for the cardholder. This accounting does not change unless the region/unit changes for the cardholder. The LAPC will modify the cardholder's record in this case;
- Cardholder's can update their profile accounting through the Profile Accounting screen. These updates can only be seen through that screen and are not reflected in CAMS;
- Save the record and return to the Cardholder Screen via the button;

**Purchase Card Management System - [Cardholder Account Maintenance Screen]**

Action Edit Block Field Record Query Window Help

Save Print Clear Form Find Insert Remove Copy Rec Edit List Help

17-MAR-2003

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Cardholder First Name: JOHN      Cardholder Middle Initial: Q      Cardholder Last Name: SMITH

Profile Accounting

Agency	Station	Accounting Code	Account Description	Object Class	Distribution Percent	Total Percent
99		7010000007		2670	100	100

Enter value for Accounting Code  
Record: 1/1

4. Save the record by hitting the “Save” button on the command bar;



- After the data is downloaded to the Bank the “Date sent to the Bank” field is populated.
- A record can only be removed if it has not yet been sent to the Bank. Hit the “Remove” button, then the “Save” button on the command bar.
- Accounting can only be changed if the record has not yet been sent to the Bank.

5. Check CAMS for confirmation that the Cardholder record was received by the Bank;



- Run a query for the Cardholder record.
- When the Bank sends confirmation to ACFS\FO the “Date returned from Bank” and “Account Number” fields are populated in CAMS.

6. Complete the Cardholder record in the Security Access Management System (SAMS);



- A skeletal record was created in SAMS when the new Cardholder record request was sent to the Bank.
- SAMS training is provided in a separate training course.

7. Inform the Cardholder;

8. Schedule the Cardholder for Agency training. (PCMS ID’s are provided after training);

#### **b. Copying a Cardholder Record**

When there are several new cardholders to set up in CAMS that have similar details, the first record entered can be copied and modified so the LAPC does not have re-enter information unnecessarily. Use the following steps:

1. Enter the first record and hit the “Save” button on the command bar;
2. Hit the “Copy Rec” button, also on the command bar;
3. Change any unique values in fields such as:
  - “SSN”;
  - “First name”
  - “Last Name”
  - Profile Accounting;
4. Hit the “Save” button;
5. Repeat steps 2 through 4 as necessary.

#### **Notes:**

### c. Modifying a Cardholder's account

#### To modify a cardholder's account:

1. Query a cardholder's record;
2. Make changes to the appropriate information in the record;
3. Hit the "Save" button;

#### Guidelines to modifying a Cardholder's account:



- Prior to a record being sent to the Bank, all fields in CAMS can be modified;
  - The "Last Action Code" equals "A" and the "Date Sent To Bank" field is blank;
- After a record has been sent to the Bank no modifications can be made until it returns from the Bank;
  - The "Last Action Code" equals "A, M, or R" and the "Date Sent To Bank" field is NOT blank but the "Date Returned From Bank" field is blank;
- After a record has returned from the Bank, most of the fields in CAMS can be modified;
  - The "Last Action Code" equals "A, M, or R" and the "Date Sent To Bank" and "Date Returned Fm Bank" fields are NOT blank;
- Updates to Profile Accounting can be done through CAMS only if it is a new cardholder record and the record has not yet been sent to the Bank;
- New cards will only be issued when information in the magnetic strip or information embossed upon the card changes;

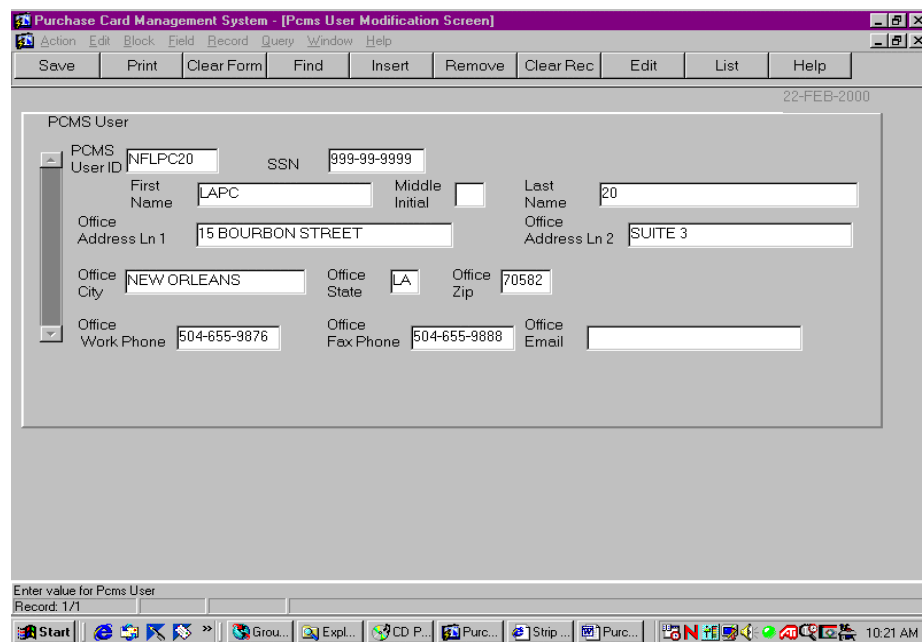
#### Notes:

#### d. Updating an LAPC

Updates to LAPC information must be accomplished through the CAMS screen in Cardholder Setup. In order to update LAPC information, the update must be attached to a cardholder record.

##### Updating Existing LAPC details:

- Enter the CAMS screen;
- Hit “Find” on the command bar to clear all fields;
- Place the cursor in the “LAPC User ID” field and select the appropriate LAPC from the list available;
- With the LAPC fields populated, hit the “Find” button again to query the cardholder records attached to that LAPC;
- Select a cardholder record where the “Date Sent to Bank” and “Date Returned From Bank” fields are NOT blank;
- Hit the “Update LAPC User” button on the CAMS screen;
- The PCMS User Modification Screen appears:



- Update the appropriate LAPC information;
- Hit the “Save” button on the command bar;
- Go to Action\Exit to return to the CAMS screen;
- Hit “Save” again. The “Last Action Code” will change to M(Modified);
- Go to Action\Exit to return to the Main Menu;



For field description see Section II-11 of the APC\LAPC PCMS User’s Guide.

**Updating New LAPC details:**

- The LAPC account must first be established in SAMS (SAMS training is offered in an additional training course);
- After data has been processed overnight, the LAPC User ID and name should appear in CAMS, however, details such as address and phone number will have to be entered;
- Enter the CAMS screen, follow the process in “Updating an existing LAPC” above;
- When you query on the new LAPC user id to add a cardholder record, the system will alert you to update the LAPC information;
- Hit “OK” and the PCMS User Modification Screen will appear;
- Enter all appropriate LAPC information and hit the “Save” button;
- Go to Action\Exit to return to the CAMS screen;
- Continue with adding the new Cardholder record;

**Notes:**





## PRACTICAL EXERCISES

1. Create a new Cardholder record using the following information:
  - Name: Peter John Smith
  - Address: 12345 King Street, Beltsville, MD, 20705
  - Phone: 301-555-2222
  - Email: [psmith@test.com](mailto:psmith@test.com)
  - SSN: 234-56-7890
  - Single and Monthly Purchase Limits: \$2500.00
  - No checks authorized.
  - The card should be shipped to the LAPC.
  - Card should be a standard plastic.
  - Codes: Program 448681 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
  - Accounting code: 7010101915
  - BOCC: 2670
  
2. Copy the new Cardholder record and create a second record using the following unique field values;
  - Name: Fred Paul Jones
  - Address: 99 Hill Street, Beltsville, MD, 20705
  - Phone: 301-555-3456
  - Email: [fjones@test.com](mailto:fjones@test.com)
  - SSN: 234-56-1234
  - Single and Monthly Purchase Limits: \$2500.00
  - No checks authorized.
  - The card should be shipped to the LAPC.
  - Card should be a standard plastic.
  - Codes: Program 448681 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
  - Accounting code: 7010101915
  - BOCC: 2670
  
3. View LAPC details.

#### IV. Replacing and Deleting Purchase Cards



Please turn off your monitor and give your attention to the instructor.

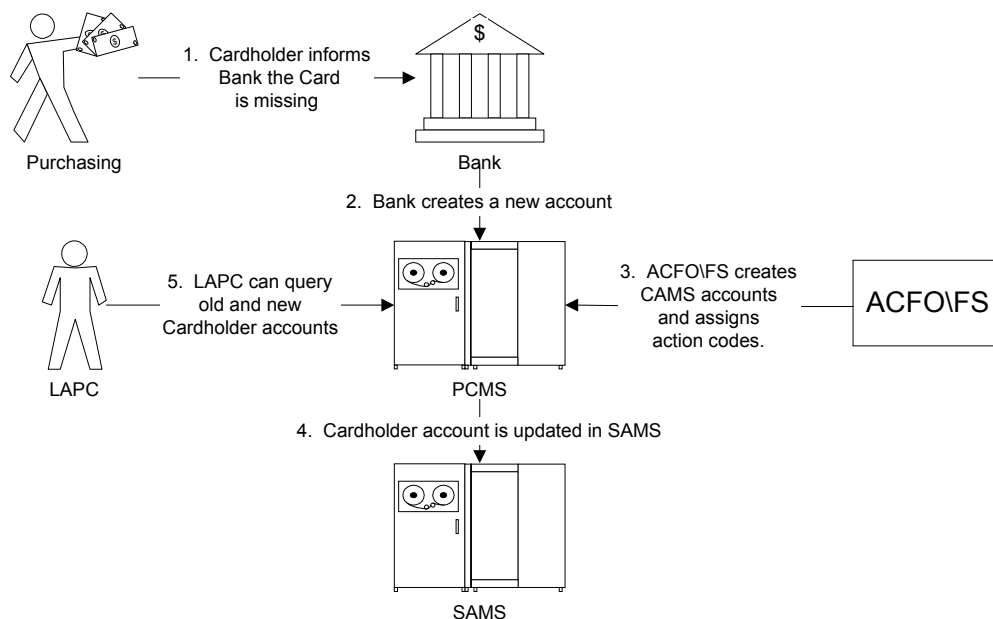
##### a. Last Action Codes

CAMS uses the following codes to indicate what action should be taken. Only one code per day can be processed for a Cardholder record:

<b>A</b> = Add	<b>M</b> = Modify	<b>R</b> = Replace	<b>D</b> = Delete
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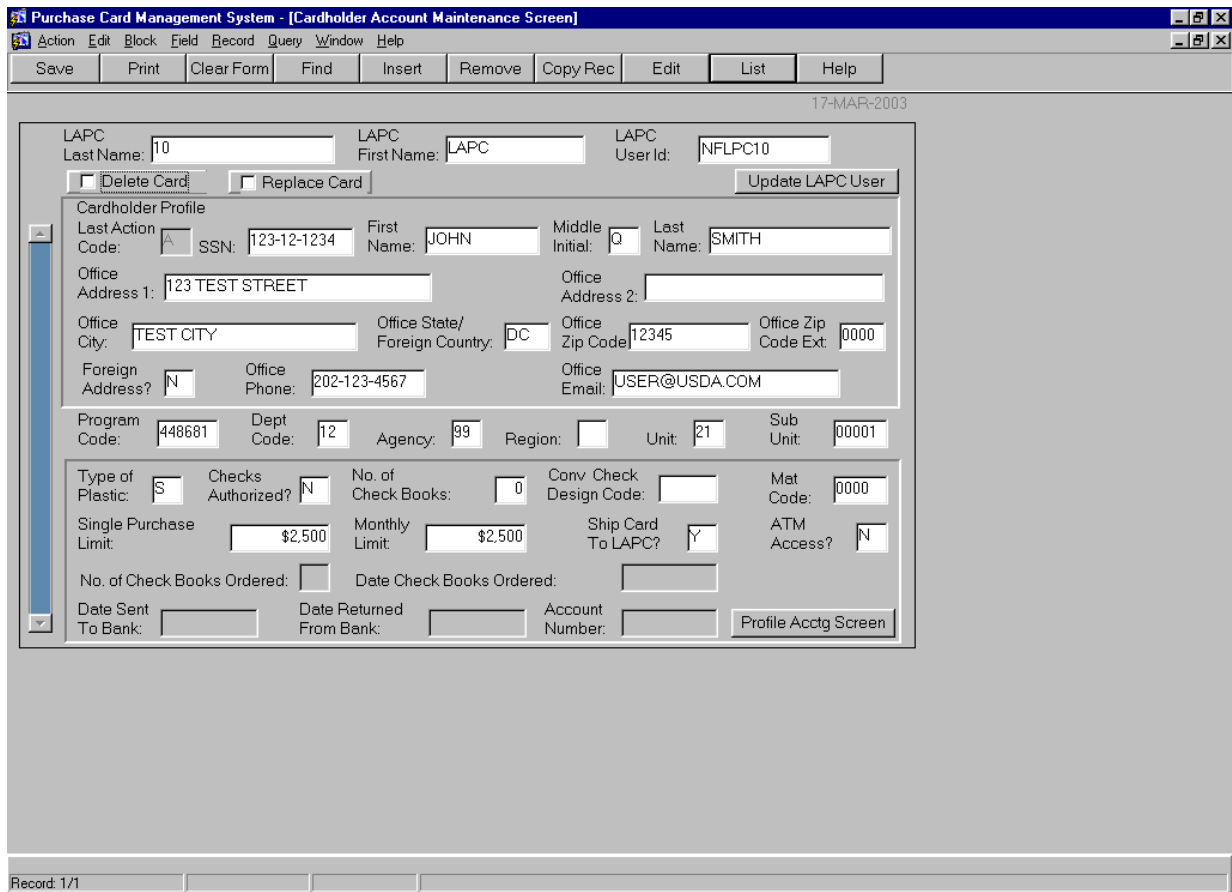
##### b. Lost and Stolen Cards

- It is the Cardholder's responsibility to report a lost or stolen card to the Bank, however, an LAPC has the authority to do so if the Cardholder has not reported it;
- The Bank will set up a new account for the Cardholder;
- ACFO\FS will then create a new account in CAMS and set the "Last Action Code" of the new account to "A". The "Date of Notification" is the date entered in the "Date Sent to Bank" and "Date Returned From Bank" fields.
- A new account number will be assigned to the Cardholder, which will also be reflected in the SAMS record for the Cardholder.
- ACFO\FS then changes the "Last Action Code" of the old record to "D". The "Date of Notification" will be the same as the "Date Sent to Bank" and "Date Returned from Bank" fields;
- When the LAPC queries a Cardholder in CAMS, both the new and old records will be available. Use the scroll bar to navigate between records;



### c. Replacement Cards

- When a card needs replacing, due to damage, enter the Cardholder record in CAMS and check the “Replace Card” box, the hit the “Save” button on the Command Bar;
- The record sent to the bank will contain an action code of “R” and duplicate card will be produced, based on the Cardholder’s current details in CAMS. (e.g., account number, hierarchy, purchase limits, etc.);
- PCMS will not allow any modifications to records with a “Last Action Code” of “R”;



**Purchase Card Management System - [Cardholder Account Maintenance Screen]**

17-MAR-2003

Save Print Clear Form Find Insert Remove Copy Rec Edit List Help

LAPC Last Name: 10 LAPC First Name: LAPC LAPC User Id: NFLPC10

☐ Delete Card ☒ Replace Card

**Cardholder Profile**

Last Action Code: A SSN: 123-12-1234 First Name: JOHN Middle Initial: 0 Last Name: SMITH

Office Address 1: 123 TEST STREET Office Address 2:

Office City: TEST CITY Office State/Foreign Country: DC Office Zip Code: 12345 Office Zip Code Ext: 0000

Foreign Address? N Office Phone: 202-123-4567 Office Email: USER@USDA.COM

Program Code: 448681 Dept Code: 12 Agency: 99 Region: Unit: 21 Sub Unit: 00001

Type of Plastic: S Checks Authorized? N No. of Check Books: 0 Conv Check Design Code: Mat Code: 0000

Single Purchase Limit: \$2,500 Monthly Limit: \$2,500 Ship Card To LAPC? Y ATM Access? N

No. of Check Books Ordered: Date Check Books Ordered:

Date Sent To Bank: Date Returned From Bank: Account Number:

Record: 1/1

### d. Delete a Card

- When a Cardholder no long requires a purchase card, check the “Delete Card” box and Hit “Save” on the Command Bar;
- The system will not allow any modifications to records where the “Last Action Code” is a “D”;

### e. De-activating a Cardholder's account

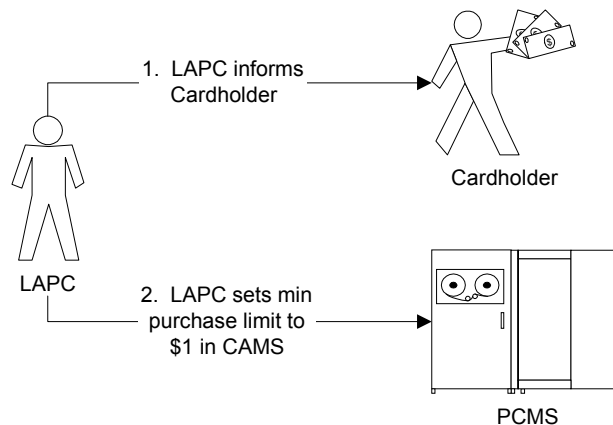
A responsibility of the APC\LAPC is to deactivate purchase card accounts for infractions of department or agency policy, such as failing to reconcile transactions in a timely fashion. Accounts can also be deactivated to mitigate risks such as when an employee is not on active duty and you want to assure that person's card and checks are not used.

#### When an LAPC intends to de-activate a Cardholder's account they must provide the Cardholder with:

- Advance written notice that the account is being deactivated;
- The reason(s), and the date or period of the deactivation;
- If the Cardholder is authorized to have convenience checks, the notice should require that the cardholder submit all unused convenience checks, to the LAPC by a set date;

#### To deactivate a Cardholder account:

- In CAMS, set the single purchase limit to \$1.00 on the date provided in the Cardholder notification, essentially turning the card off. The new limit will appear in the Cardholder Screen. Lower only the single purchase limit because the monthly limit is needed to assure sufficient credit for outstanding checks to clear.
- The LAPC should obtain the cardholder's remaining checks. Determine which checks are outstanding.



#### Notes:



## PRACTICAL EXERCISES

1. Query the following Cardholder record, and request a replacement card:
  - Name: Peter John Smith
  - Address: 12345 King Street, Beltsville, MD, 20705
  
2. Query the following Cardholder record, and delete the card;
  - Name: Fred Paul Jones
  - Address: 99 Hill Street, Beltsville, MD, 20705

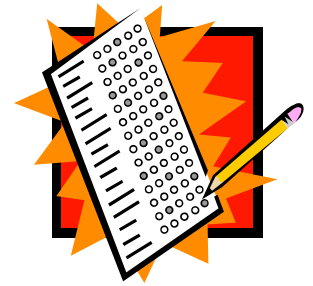
**Notes:**

## V. Summary and Review.



**Please turn off your monitor and give your attention to the instructor.**

1. What are the main functions the LAPC performs using CAMS?
2. What are the steps for an LAPC when setting up a new Cardholder account? (Walk the instructor through the steps)
3. What would prevent a new Cardholder record from being modified in CAMS?
4. Why would an LAPC deactivate a Cardholder's Purchase Card?
5. If a Cardholder has a damaged purchase card how do they obtain a replacement?



## Final Assessment

### Assessment Description

The final assessment will require the APC\LAPC to apply the knowledge they have learned in Lessons 1-7 of the PCMS APC\LAPC training.

### Assessment Objectives

At the conclusion of this assessment, PCMS LAPC's and APC's will have demonstrated their ability to:

1. Access both the PCMS training and production databases;
2. Change their PCMS production password;
3. Navigate PCMS;
4. Reconcile a transaction;

### Methodology

Cardholder trainees will individually undertake the assessment exercises. The instructor will be available to answer questions.

## I. Exercise 1



1. Log on to the Production database with the UserID and password provided by your LAPC;
2. Change your password;
3. Review your Purchase Card details;
4. Review your Profile Accounting details;
5. Log off PCMS

## II. Exercise 2



- 1.. Log onto the training database, using the Cardholder trainee UserID and password provided by the instructor;
2. Reconcile the transaction to Toshiba AMER\FACSIMIU in the amount of \$7262.00 using the following information:
  - Goods received were 2x Gateway Computers, unit price \$2500.00 \ 2x Laser Printers, unit price \$1131.00;
  - There were no problems with the goods received;
  - This was a simplified acquisition from a large business concern;
  - Goods were received on July 9<sup>th</sup> 1997, as expected;
  - Goods received are not general supplies and materials, they should be classified as project materials for budget classification purposes;

**Notes:**



### III. Exercise 3



1. Log onto the training database, using the LAPC or APC trainee UserID and password provided by the instructor;
2. Create a new Cardholder record using the following information:
  - Name: Jane Mary Howser
  - Address: 22 Shady Lane, Beltsville, MD, 20705
  - Phone: 301-555-5522
  - Email: [jhowser@test.com](mailto:jhowser@test.com)
  - SSN: 234-57-1122
  - Single and Monthly Purchase Limits: \$2500.00
  - No checks authorized.
  - The card should be shipped to the LAPC.
  - Card should be a standard plastic.
  - Codes: Program 448681 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
  - Accounting code: 7010101915
  - BOCC: 2670

**Notes:**